



DEPARTMENT OF THE ARMY
ACQUISITION SUPPORT CENTER
9900 BELVOIR ROAD, BUILDING 201, SUITE 101
FORT BELVOIR, VIRGINIA 22060-5567

REPLY TO
ATTENTION OF

January 24, 2006

SFAE-HR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Support Center (ASC) Incentive Awards
Policy and Procedures

REFERENCES.

- a. AR 672-20, Incentive Awards, 29 January 1999.
- b. DA PAM 672-20, Incentive Awards Handbook, 1 July 1993.

This memorandum transmits ASC's Incentive Awards Policy and Procedure document, to include an awards hierarchy chart and approval process chart for Secretary of the Army awards and the Meritorious Civilian Service awards. The effective date of ASC's Incentive Awards policy and procedure is January 1, 2006. The policy document contains ASC's policy for award nominations that require higher-level approval authority. Also provided is policy on those awards for which the Program Executive Officers (PEOs) and Program Managers (PMs) have positions of approval authority. This policy does not supersede approval authority that is currently delegated to the PEOs and PMs.

The procedures document outlines the nomination information for processing ASC's Incentive Awards that require higher-level approval authority, as prescribed in AR 672-20, Incentive Awards, and DA Pamphlet 672-20. It also provides procedural guidance for submitting Incentive Awards nominations to ASC. Also, included is guidance on the approval process for awards that require higher-level approval authority for cash awards in excess of \$5,000 and certain honorary awards.

The ASC point of contact for Incentive Awards is Roberta McMillen, DSN 655-1017 or commercial (703) 805-1017 and email: Roberta.mcmillen@us.army.mil.

//signed

CRAIG A. SPISAK
Director

Attachments

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SUBJECT: Incentive Awards Policy

1. PURPOSE.

The policy document establishes policy for ASC's Incentive Awards Program. The policy contained herein is for award nominations that require higher-level award approval authority, cash awards in excess of \$5,000, and certain honorary awards, which must be reviewed and acted on by the Army Incentive Awards Board. Also, contained herein is policy on those awards for which the Program Executive Officers (PEOs) and Program Managers (PMs) occupy positions of approval authority. This policy does not supersede approval authority that is currently delegated to the PEOs and PMs.

2. APPLICABILITY AND SCOPE.

The ASC Incentive Awards policy applies to HQ ASC, PEO, and PM civilian employees.

3. POLICY.

The incentive Awards administrator, acting through and on behalf of the Director, ASC will provide consistent incentive award guidance throughout ASC, and the PEO and PM community.

Awards should follow a progressive sequence of recognition, except under circumstances in which the contribution is so extraordinary that recognition with a lesser award would be insufficient. An Incentive Awards Hierarchy chart is attached to this document.

Authority to approve honorary awards includes those individuals occupying positions of approval authority regardless of their current grade unless a minimum grade is specified. Persons serving in an "Acting" capacity do not have the authority of the position with respect to awards approval, unless officially chartered. The types of recognition and approval authority are as follows:

Decoration for Exceptional Civilian Service: This award, approved by the Secretary of the Army, consists of a medal, lapel button, and citation certificate, DA Form 7014 (Decoration for Exceptional Civilian Service). Nominations should be submitted within 6 months after completion of the period to be cited. This award must be processed through the chain of command to the Army Incentive Awards Board.

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Meritorious Civilian Service Award: This award, approved by the Administrative Assistant to the Secretary of the Army, consists of a medal, lapel button, and citation certificate, DA Form 7015 (Meritorious Civilian Service Award). Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower-level awards. Nominations should be submitted to ASC within 6 months after completion of the act or period to be cited.

Superior Civilian Service Award: This award, approved by PEOs in the rank of major general and above, or civilian equivalent (Senior Executive Service), and consists of a medal, lapel button, and citation certificate, DA Form 5655 (Superior Civilian Service Award). The nomination should be submitted to ASC within 6 months after completion of the act or period to be cited.

Commander's Award for Civilian Service: This award, approved by PEOs and PMs in the rank of colonel and above, or the civilian equivalent (General Schedule 15), consists of a medal, lapel button, and citation certificate, DA Form 4689 (Commander's Award for Civilian Service).

Achievement Medal for Civilian Service: This award, approved by PEOs and PMs in the rank of colonel and above, or the civilian equivalent (General Schedule 15), consists of a medal, lapel button, and citation certificate, DA Form 5654 (Achievement Medal for Civilian Service).

Certificate of Achievement: This award, approved by PEOs/PM in the rank of colonel and above, or the civilian equivalent (General Schedule 15), consists of DA Form 2442 (Certificate of Achievement).

4. PROGRAM ADMINISTRATION.

PEOs and PMs will forward award nominations to ASC for review and processing. All award nominations for approval by the Army Acquisition Executive must be submitted to ASC 45 days prior to the desired presentation date of the award. Nominations that require Secretary of the Army approval or the approval of the Administration Assistant to the Secretary of the Army will be forwarded to ASC 120 days prior to the proposed presentation date. The Secretary of the Army awards are processed through the Army Incentive Awards Committee. This committee meets once a month on an as needed basis.

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1. PURPOSE

This document provides procedural guidance for submitting Incentive Awards nominations to the Army Acquisition Support Center (ASC). Also, included is guidance on the approval process for awards that require higher-level approval authority, cash awards in excess of \$5,000 and certain honorary awards as prescribed in AR 672-20, Incentive Awards, and DA Pamphlet 672-20, Incentive Awards Handbook.

2. MONETARY AWARDS

In accordance with memorandum, Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology), dated April 5, 2004, the Army Acquisition Executive (AAE) redelegated the authority to approve monetary awards of \$5,000 or less to Program Executive Officers. The Army Acquisition Executive will approve any amount exceeding \$5,000, but not more than \$10,000. Any amount exceeding \$10,000 must have the approval of the Administrative Assistant to the Secretary of the Army.

3. SECRETARY OF THE ARMY AWARDS

When the Decoration for Exceptional Civilian Service is approved, it may be held for the Secretary of the Army Awards Ceremony. For nominations to be considered for presentation at the ceremony, they must be submitted to ASC in sufficient time to be boarded between January and August. Nominations should indicate the availability of the nominee to attend the Pentagon ceremony, usually held in November. Generally, individuals scheduled to retire before the date of the ceremony will not be included in the ceremony. If the award will be presented at the organization, state the date and place of the ceremony. Attached is a chart depicting the approval process for Secretary of the Army Awards.

Photographs. The Decoration for Exceptional Civilian Service nomination package must include a photograph (head and shoulders view, professional attire preferred) to be used in the Secretary of the Army Awards Ceremony program booklet. For the Department of the Army (DoD) Distinguished Civilian Service Award, enclose five photographs.

4. PREPARATION OF HONORARY AWARD NOMINATIONS

- (a) Endorsement. An endorsement signed by the major Army

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Command (MACOM) commander. The endorsement should summarize the award package and may include the personal views of the commander. Include a point of contact name, telephone number and email address.

(b) DA Form 1256, Incentive Award Nomination and Approval. Do not abbreviate titles of positions or organizations. Use complete telephone numbers including area codes. Inclusive dates for the nomination period should not coincide with the period of time covered by a previous recognition for the same type of award (the Department of Defense (DOD), Distinguished Civilian Service Award and the President's Award for Distinguished Federal Civilian Service are exceptions). All data entries should include signatures and dates where required.

(c) Biographical data. A brief biographical sketch should include the following:

- (i) Date and place of birth
- (ii) Education and degrees conferred
- (iii) Significant employment record
- (iv) Type of appointment

(d) Citation. One paragraph consisting of 50 to 60 words including the name, title, place of employment, and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations, example: spell out United States.

(e) Justification. A summary of achievements and benefits, not more than two single-spaced pages, stated in specific terms, and including date(s) of achievement. Be as specific and quantitative as possible.

(f) Previous Awards and Publications. Begin with the current year and list other previous recognition, such as honorary awards, Exceptional Performance Ratings, Performance Awards, Quality Step Increase (QSI), or special citations. List publications by title and date. *Note:* Review previous awards and provide written verification that the current award nomination does not include any previously recognized accomplishments or achievements that were included in the receipt of any other award.

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(g) Certification. Equal Employment Opportunity (EEO) and adverse action certification. All award nominations reviewed by the Army Incentive Awards Board for Department of the Army employees, except those public service awards, must include equal employment opportunity (EEO) and adverse action certifications. The command EEO officer will furnish information based on review of pending and past EEO complaints, and the Human Resources Officer will certify there are no pending adverse personnel actions. EEO and Civilian Personnel Advisory Center (CPAC) representatives' typed names, together with signatures, are required on DA Form 1256.

(h) Award Presentation Date and Location. Indicate in writing if the award nominee is leaving your organization for another position or if the employee is retiring. If the employee is retiring, list the date and location, e.g., city and state, where the retirement ceremony will be held. If the employee is leaving your organization, list the date and location of award presentation.

5. TIME REQUIREMENTS.

PEOs and PMs will forward award nominations to ASC for review and processing. All award nominations for approval by the Army Acquisition Executive must be submitted to ASC 45 days prior to the desired award presentation date. All nominations for approval by the Secretary of the Army or the Administrative Assistant to the Secretary of the Army must be submitted to ASC 120 days prior to award presentation date. Secretary of the Army awards are processed through the Army Incentive Awards Committee. The Committee meets twice a quarter.

6. SUBMISSION OF AWARD NOMINATIONS.

(a) Upon completion of all concurrences forward the award nomination to the U.S. Army Acquisition Support Center, ATTN: SFAE-HR (Roberta McMillen), 9900 Belvoir Road, Suite 101, Fort Belvoir, VA 22060-5567.

(b) ASC will inform the PEO or PM office once the award nomination is approved, disapproved, or remanded. A certificate and decoration set (medal and ribbon) will be forwarded to the PEO or PM for presentation of the award. The DA Form 1256 will be returned for recording and reporting purposes.

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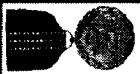
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(c) To ensure honorary awards are being processed consistently across all regions and entered into an employee's performance file, the following procedures will apply. After approval, management will forward the award documentation (DA 1256) to the CPOC. The CPOC will update the employee record in DCPDS and file in the employee's performance folder.

AWARDS HIERARCHY

Incentive Awards

AWARD	DESCRIPTION	AUTHORITY
 Decoration for Exceptional Civilian Service	Exceptional achievement or service	Secretary of the Army
 Meritorious Civilian Service Award	Exemplary achievement or service	Administrative Assistant to the Secretary of the Army
 Superior Civilian Service Award	Superior achievement or service	PEOs/PMs in the rank of major general and above or civilian equivalent (Senior Executive Service)
 Commander's Award for Civilian Service	Outstanding achievement or service	PEOs/PMs in the rank of colonel and above or civilian equivalent (General Schedule 15)
 Achievement Medal for Civilian Service	Noteworthy achievement or service	PEOs/PMs in the rank of colonel and above and civilian equivalent (General Schedule 15)
Certificate of Achievement	Recognition for individual or group contributions	PEOs/PMs in the rank of colonel and above and civilian equivalent (General Schedule 15)
Achievement Medal for Civilian Service	Noteworthy achievement or service	PEOs/PMs in the rank of colonel and above and civilian equivalent (General Schedule 15)
Certificate of Achievement	Recognition for individual or group contributions	PEOs/PMs in the rank of colonel and above and civilian equivalent (General Schedule 15)



Decoration for Exceptional Civilian Service



Meritorious Civilian Service Award



Superior Civilian Service Award



Commander's Award for Civilian Service



Achievement Medal for Civilian Service

Certificate of Achievement

Achievement Medal for Civilian Service

Certificate of Achievement